



**CITY OF SOUTH PASADENA
PARKS & RECREATION COMMISSION REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

December 9, 2019, at 6:30 p.m.

*In order to address the Parks & Recreation Commission, please complete a Public Comment Card.
Time allotted per speaker is three minutes.*

South Pasadena Parks & Recreation Commission Statement of Civility
As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

CALL TO ORDER: Vice-Chair, Karen Tamis

ROLL CALL: Karen Tamis, Vice-Chair
Andrew Vogel, Commissioner
Kristine Kwong, Commissioner
Dollie Chapman, Commissioner

COUNCIL LIAISON: Michael A. Cacciotti

STAFF PRESENT: Sheila Pautsch, Community Services Director
Reyna Salazar-Martin, Community Services Management Assistant

EXCUSED: Chair, David Beadle

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The Parks & Recreation Commission welcomes public input. Members of the public may address the Parks & Recreation Commission by completing a public comment card and giving it to the Community Services Staff prior to the meeting. At this time, the public may address the Parks & Recreation Commission on items that are not on the agenda. Pursuant to state law, the Parks & Recreation Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Parks & Recreation Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

PRESENTATIONS

1. None

ACTION/DISCUSSION

2. Minutes for Approval: September 9th, 2019 Regular Meeting
3. Review Pocket Park Conceptual Plans and Next Steps
4. Review and Approval of the 2020 Parks & Recreation Commission Work Plan
5. Review and Approval of the Fiscal Year (FY) 2018-19 Annual Report of the Parks & Recreation Commission

COMMUNICATIONS

6. City Council Liaison Communications
7. Commissioner Communications

8. Staff Liaison Communications

ADJOURNMENT

FUTURE PARKS & RECREATION COMMISSION MEETINGS

January 13, 2020	Council Chamber	6:30 pm
February 10, 2020	Council Chamber	6:30 pm
March 9, 2020	Council Chamber	6:30 pm

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City's website at: <http://www.southpasadenaca.gov/CommunityServices>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

12/05/2019

Date



Reyna Salazar-Martin

Community Services Department Management Assistant

DRAFT

Sep 9, 2019



**MINUTES OF THE REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 9th DAY OF SEPTEMBER 2019, AT 6:30 P.M.
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS
1424 MISSION STREET**

1. ROLL CALL

Chair D. Beadle convened the regular meeting of the Parks and Recreation Commission at 6:30 p.m.

Staff R. Martin called the roll. Present were: Chair D. Beadle, Vice-Chair K. Tamis, Commissioners: A. Vogel, K. Kwong, D. Chapman and Staff Liaisons Acting Directors A. Loera and A. Kim

Other Officials and Staff present: Management Assistant R. Martin

Not present during roll call: City Council Liaison Michael Cacciotti

2. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 13TH, 2019

MOTION: Commission approved the minutes of the regular May 13th, 2019 Parks and Recreation Commission meeting. By voice vote, the motion passed unanimously.

(Beadle, Kwong)

COMMENTS ON MATTERS NOT ON THE AGENDA

3. PUBLIC PARTICIPATION

None

PRESENTATIONS/ (ACTION AND/OR DISCUSSION)

4. WALK OR BIKE TO SCHOOL

Acting-Director A. Kim presented item. He gave a brief overview on how the City will be participating during the National October Walk or Bike to School event. Chair D. Beadle would

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like staff to look into the possibility of promoting the Walk or Bike to School initiative year round in efforts to encourage the community to be more environmentally and health conscious. He asked if the Youth Commission could take this project on. Staff agreed to look into that matter and will address the Commission with more information at a later time.

5. HALLOWEEN SPOOKTACULAR

Acting-Director A. Kim presented item. He provided all the event specifics to Commission. No motion or recommendations were given.

6. UPDATE ON 2019 SOUTH PASADENA CONCERTS IN THE PARK SERIES

Acting-Director A. Kim presented item. Commissioners were given a breakdown of all information collected throughout the 2019 Summer Concert Series, such as attendance, cost, revenue, and sponsorship. In addition, he shared the positive community feedback in part to changing the series dates to alternate Sundays, and making the event time one hour later. Commissioner D. Chapman request replenishing the restrooms more often during the concerts and that Commission be notified when staff finalizes booking all entertainers. In addition, she would like staff to report back the cost for each city worker to work each concert. Staff will look into the matter and bring back to Commission when they have more information. Chair D. Beadle would like staff to send a "Thank You" letter to Aztlan Athletics for providing the City with a stage for the entire series. Commissioners gave their positive feedback and thanked the staff for a successful summer event. No motion was made.

ACTION AND /OR DISCUSSION ITEMS

7. RECEIVE AND FILE THE 2018-2019 COMMUNITY SERVICES YEAR END REVENUE REPORT

Acting-Director A. Loera presented item. It is recommended that the Commission receive and file the 2018-2019 Community Services Year End Revenue Report. Commissioner Chapman requested the revenue report for the Golf Course large event rentals. Staff will present the information to Commission at a later time.

MOTION: Commission received and filed the 2018-2019 Fiscal Year Community Services Department Revenue Report. By voice vote, motion passed unanimously.

(Tamis, Vogel)

8. CITY COUNCIL LIAISON REPORTS

None

9. COMMISSIONER REPORT

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Commissioner Tamis request staff looking into the possibility of having a public restroom at Eddie Park. Staff will look into the matter and bring back to Commission when they have more information.

10. STAFF LIAISON REPORT

None

ADJOURNMENT

By consensus, the Commission adjourned at 6:58 p.m. The next Commission meeting will be held on December 9th. The October 2019 and November 2019 meetings are cancelled due to falling on City recognized holidays.

Respectfully Submitted:

Approved By:

Reyna Salazar-Martin
Community Services Management Assistant

David Beadle
Chair



Parks & Recreation Commission Agenda Report

ITEM NO. 3

DATE: December 9, 2019

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Pocket Park Conceptual Plans and Next Steps**

Recommendation

It is recommended that the Commission discuss and provide direction on next steps for the conceptual plans for the Berkshire and Grevelia Pocket Parks.

Discussion/Analysis

A review of the two pocket park conceptual designs are needed with the addition of new Commissioners before continuing the process of recommendations to City Council.

Alternatives Considered

1. Make additions, deletions and/or suggestions regarding the two conceptual plans.

Next Steps

1. Extend David Volz Design contract to complete the conceptual plans with completed survey.
2. Hold a community meeting to obtain final community input.
3. Take community input and final recommendations to the City Manager for review.
4. Take to City Council for final approvals to move forward with construction documents

Background

Two Community Meetings were held in early 2018 to gain input on amenities for the two vacant Caltrans properties the City purchased known as Berkshire Pocket Park and Grevelia Pocket Park. The first meeting was held on February 10, 2018 on each park site. The next meeting was on March 12, 2018 where the Commission recommended moving forward with Grevelia Pocket Park Conceptual Design A subject to the following revisions: removal of the designated plant growth towards the rear of the park and open the front of the park to give a clear line of site to the back of the park. The Commission also recommended a hybrid conceptual design of the Berkshire Pocket Park from Plan A and B by combining elements of the play/social amenities and the ADA path.

Fiscal Impact

For the current conceptual designs and community meetings, the Park Impact Fee was used to fund the cost which was \$21,200. Moving forward, a new or extended contract with David Volz Design will need to be approved by City Council for complete conceptual design.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Concept plan Grevelia Park
2. Cost Estimate Grevelia Park
3. Concept Plan Berkshire Park
4. Cost Estimate Berkshire Park

DESIGN INSPIRATION



OPEN PLAY AREA



CONCRETE POWER PATHWAY



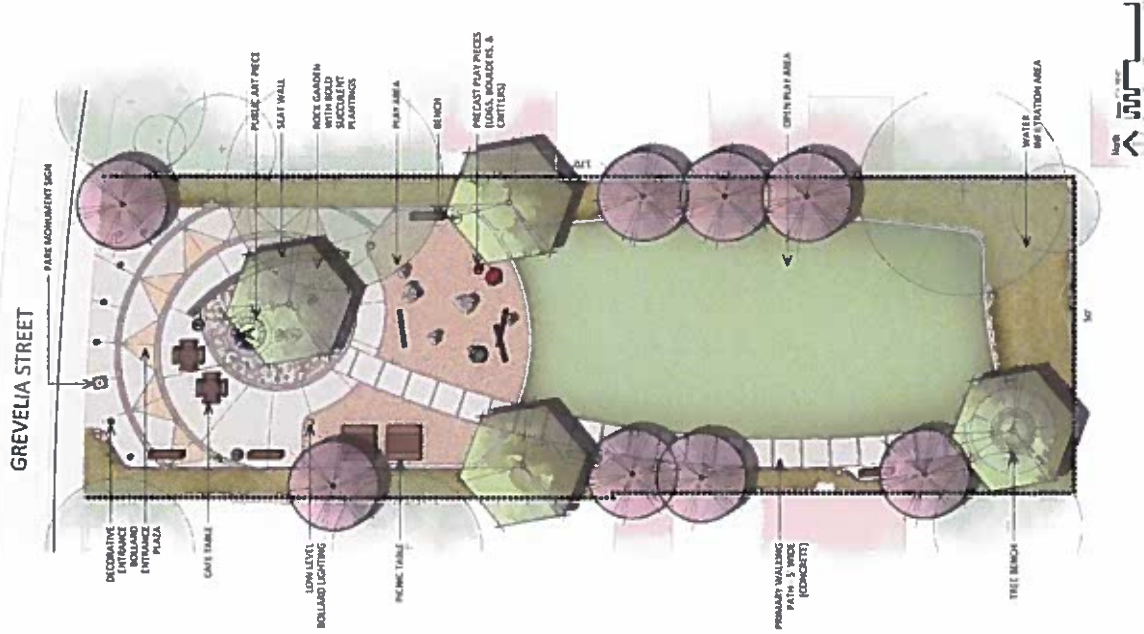
PUBLIC ART PIECE

DESIGNING FOUNTAIN

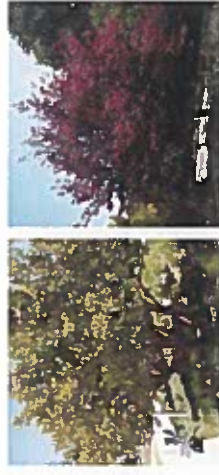
ROLLING LIGHTING

ENTRANCE PLAZA

CONCEPT PLAN GREVELIA STREET PARK CITY OF SOUTH PASADENA



TREES



Adult Street Planting Tree

Green Landscape Tree Planting



Green Landscape Tree Planting

Green Landscape Tree Planting

SHRUBS



Shrub Planting

Shrub Planting

Shrub Planting

Shrub Planting

Shrub Planting

Shrub Planting



SUMMARY OF ESTIMATED CONSTRUCTION COSTS

Grevelia (170' x 50')

Date: April 3, 2018

Project: Grevelia Park, South Pasadena California

8500 SF

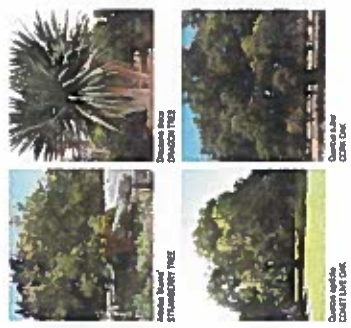
Estimated By: LP /DB

Item	Item Description	Quantity	Total
1	MOBILIZATION (NOT TO EXCEED 5%)	1	\$ 16,675.00
2	HARDSCAPE IMPROVEMENTS- CONCRETE WALKS , CONCRETE PADS, DG, BOULDERS, MOW CURB, DUST CONTROL	1	\$ 57,200.00
3	PERIMETER BLOCK WALL (N.I.C.)	1	\$ 0.00
4	SOFTSCAPE IMPROVEMENTS-WATERWISE PLANTINGS, TREES, TURF RESTORATION, ROCK GARDEN, EARTHWORK AND GRADING, SOIL PREP FINE GRADING, WEED ABATEMENT, WOOD MULCH, NEW IRRIGATION. DEMO SOFTSCAPE- EX TREE, LANDSCAPING AND TURF	1	\$ 49,912.50
5	SITE FURNISHINGS- PUBLIC ART PIECE, MONUMENT PARK SIGN, ENTRY BOLLARDS, SEAT WALLS, ADA PICNIC TABLES, CAFÉ TABLES, TRASH RECEPTACLES, DRINKING FOUNTAIN, PARK BENCHES, BOLLARD LIGHTING, PET WASTE STATIONS, PLAYGROUND EQUIPMENT	1	\$ 151,250.00
SUBTOTAL:			\$ 275,037.50
NINETY 90 DAY MAINTENANCE			\$ 3,300.00
15% CONTINGENCY:			\$ 41,750.63
TOTAL:			\$ 320,088.13

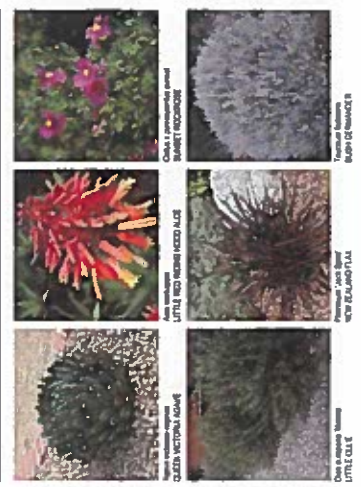
ALTERNATE BID

1	PERIMETER BLOCK WALL (6' HT, 400 LF)	1	\$ 72,000.00
ALTERNATE BID NO. 3:			\$ 392,088.13

TREES



SHRUBS



DESIGN INSPIRATION



CONCEPT PLAN BERKSHIRE AVENUE PARK CITY OF SOUTH PASADENA



SUMMARY OF ESTIMATED CONSTRUCTION COSTS

Berkshire (150' x 50')

Date: April 3, 2018

Project: Berkshire Park, South Pasadena California

7500 SF

Estimated By: YK / DB

Item	Item Description	Quantity	Total
1	MOBILIZATION (NOT TO EXCEED 5%)	1	\$ 16,975.00
2	HARDSCAPE IMPROVEMENTS- CONCRETE WALKS , CONCRETE PADS, DG, BOULDER RETAINING WALL, BOULDERS, MOW CURB, FOUR SQUARE COURT, DUST CONTROL	1	\$ 92,845.00
3	PERIMETER BLOCK WALL (N.I.C.)	1	\$ 0.00
4	SOFTSCAPE IMPROVEMENTS-WATERWISE PLANTINGS, TREES, TURF RESTORATION,EARTHWORK AND GRADING, SOIL PREP FINE GRADING, WEED ABATEMENT, WOOD MULCH, NEW IRRIGATION. DEMO SOFTSCAPE- EX CITRUS TREE, LANDSCAPING AND TURF	1	\$ 37,835.00
5	SITE FURNISHINGS- ADA PICNIC TABLES, CAFÉ TABLES, TRASH RECEPTACLES, DRINKING FOUNTAIN, PARK BENCHES, SECURITY LIGHTING, FITNESS STATION, PET WASTE STATIONS, SEATWALLS, ENTRY MONUMNET, TUBE STEEL FENCE & GATE.	1	\$ 157,000.00
SUBTOTAL:			\$ 304,655.00
NINETY 90 DAY MAINTENANCE			\$ 3,365.00
15% CONTINGENCY:			\$ 46,203.00
TOTAL:			\$ 354,223.00

ALTERNATE BID

1	PERIMETR BLOCK WALL (6' HT, 250LF)	1	\$ 48,600.00
ALTERNATE BID NO. 3:			\$ 402,823.00



Parks and Recreation Commission Agenda Report

ITEM NO. 4

DATE: December 9, 2019

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of the 2020 Parks and Recreation Commission Work Plan**

Recommendation

Staff recommends that the Parks and Recreation Commission approve the 2020 Parks and Recreation Commission Work Plan. The document is a guide for the Commission to follow as they prepare for 2020.

Commission Review and Recommendation

This matter will be reviewed by the Parks and Recreation Commission (Commission) at the December 20, 2019.

Discussion/Analysis

The 2020 Park and Recreation Work Plan will provide direction on tasks and duties through the year. Moreover, it will provide transparency in services provide by the Community Services Department (Department) to the community. Commission will adhere to the Work Plan, set forth by staff, to ensure a timely manner in deliverables.

Next Steps

The 2020 Parks and Recreation Work Plan needs to be reviewed and approved by the Commission.

Background

The Parks and Recreation Commission is comprised of five members that are residents of the City of South Pasadena appointed by the Mayor. There is one member of the Commission appointed by the School District. The Commission is an advisory board to the City Council in items related to Parks and Recreation within the Department.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact. Parks and Recreation Commissioners volunteer their time.

Attachment: 2020 Parks and Recreation Work Plan



City of South Pasadena
Parks and Recreation Commission

Commissioners

Chair Andrew Vogel and Vice Chair Karen Tamis
David Beadle, Kristine Kwong, Dollie Chapman,

City Council Liaison

Michael A. Cacciotti, City Council Liaison

Staff Liaison

Sheila Pautsch, Community Services Director, Staff Liaison

2020 Parks and Recreation Work Plan

January - March

- Elect new chair and vice chair
- Elect two concert subcommittee member
- Selection of Adopt-a-park by commissioners
- Review and recommend possible changes to the Co-Sponsorship Policy and list of non-profit organizations
- Review Capital Improvement Projects / Budget Overview

April – June

- Review and recommend possible changes to the Community Services Department Policy and Procedures Manual
- Review and approve fall /winter Field Permits

August – September (Dark in July – no meeting)

- End of Summer Concerts and Event Report
- Review of Department Revenue

November – December (Holiday in October –no meeting)

- Review and Approve of spring/summer Field Permits
- Review San Pascual Stables Annual Report
- Review and approve the Annual Commission Report to City Council

As needed but not limited to:

- Periodic review of City Lease/Management agreements and financials
- Healing Garden Application Approval
- Scout Project Approvals
- Review and recommend stands on legislation pertaining to Parks and Recreation

City of South Pasadena

Date: December 9, 2019
To: Honorable Mayor and Members of the Council
From: David Beadle, Chair of the Park and Recreation Commission
Re: **Fiscal Year (FY) 2018 -19 Annual Report of Park & Recreation Commission**

Events

The Community Services Department hosted the following events for the community. Spring Eggstravaganza, Halloween Spooktacular, Breakfast with Santa, Snow Day, five Summer Concerts in the Park, two Movies in the Park, two Shakespeare in the Parks along with National Night Out. Due to low vendor participation, the 2019 Doggy Day with Cats too was cancelled. Staff is looking at another possible event involving pets.

Recommendations to City Council

- To approve the 2019 Co-Sponsorship Policy

Field Use Approval

Approved the field use permits for AYSO, Little League, Holy Family Catholic Church, and other organizations

Summer Concerts

This past summer, the concert series new scheduled was implemented. Concerts were on alternating Sundays starting June 16 and the time was moved up to 6pm. Staff received many positive comments regarding the new schedule and time.

Other items discussed or reviewed

- Approval of a Children's Memorial Healing Garden application
- Review of the Park and Recreation Commission charge with recommended changes
- Review of Community Services Special Events along with revenues and expenses
- Review of the All Star Baseball School Agreement and revenue

Department Revenue

Each Division within the Community Services Department actual versus revenue projections

Division	Actual Revenue	Revenue Projections
Seniors	\$37,969	\$49,700
Recreation	\$565,027	\$532,500
Rentals	\$129,178	\$96,350
Leased / Managed Facilities	\$342,718	\$332,006
Total	\$1,074,892	\$1,010,556

The Park Impact Fee had for FY 2017-18

Park Impact Fee	\$164,070	\$40,000
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